

General Registrar's Office

Mission:

The Registrar's Office is required by the *Code of Virginia* to register, reinstate, transfer, and upgrade records of any qualified citizen of Virginia, as well as, delete those citizens who are no longer qualified. The Registrar handles applications from all agencies in Virginia as well as Federal and National forms. The Registrar is also required to handle all absentee voting and candidate filings.

Goals:

- Register to vote all qualified York County residents.
- Continue to comply with Federal and State election laws.
- Provide timely and quality service to citizens, candidates, news media, and elected officials.
- Increase public awareness of voter registration and absentee voting processes.
- Emphasis on appropriate employee training.
- Assist the Electoral Board with their various responsibilities.

Implementation Strategies for FY2002:

- Implement redistricting with additional workload and mailings required.
- Employ changes in policies and procedures required by the State Board of Elections.
- Implement new changes in programs and regulations mandated by Federal and State laws.
- Develop written internal office procedures and policies.
- Expand Website information.
- Employ work-as-required personnel to continue to be able to process applications within 48 hours and provide timely responses to State and public requests.

Budget Issues:

- In FY2001, the most significant change was an increase in postage due to the possible redistricting of the County as a result of the 2000 Federal Census.
- For FY2002, the most significant change is an increase in contractual service to implement required redistricting responsibilities. Also, increases in work-as-required for clerical responsibilities and overtime due to continued increases in responsibilities and volume of applications processed.

General Fund Expenditures	FY1998 Actual Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Original Budget	FY2001 Expected Appropriations	FY2002 Adopted Budget
10131 General Registrar's Office						
Personnel Services	100,133	101,320	99,213	110,162	110,162	123,430
Contractual Services	1,948	1,398	985	2,500	2,500	5,600
Internal Services	246	131	158	800	800	800
Other Charges	5,164	5,179	4,492	18,100	18,100	17,000
Materials & Supplies	<u>1,172</u>	<u>937</u>	<u>2,748</u>	<u>2,450</u>	<u>2,450</u>	<u>2,450</u>
Activity Total	<u>108,663</u>	<u>108,965</u>	<u>107,596</u>	<u>134,012</u>	<u>134,012</u>	<u>149,280</u>

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	-	-	-	-	-	-
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

